

Parent
Handbook

Kellerberrin District High School
















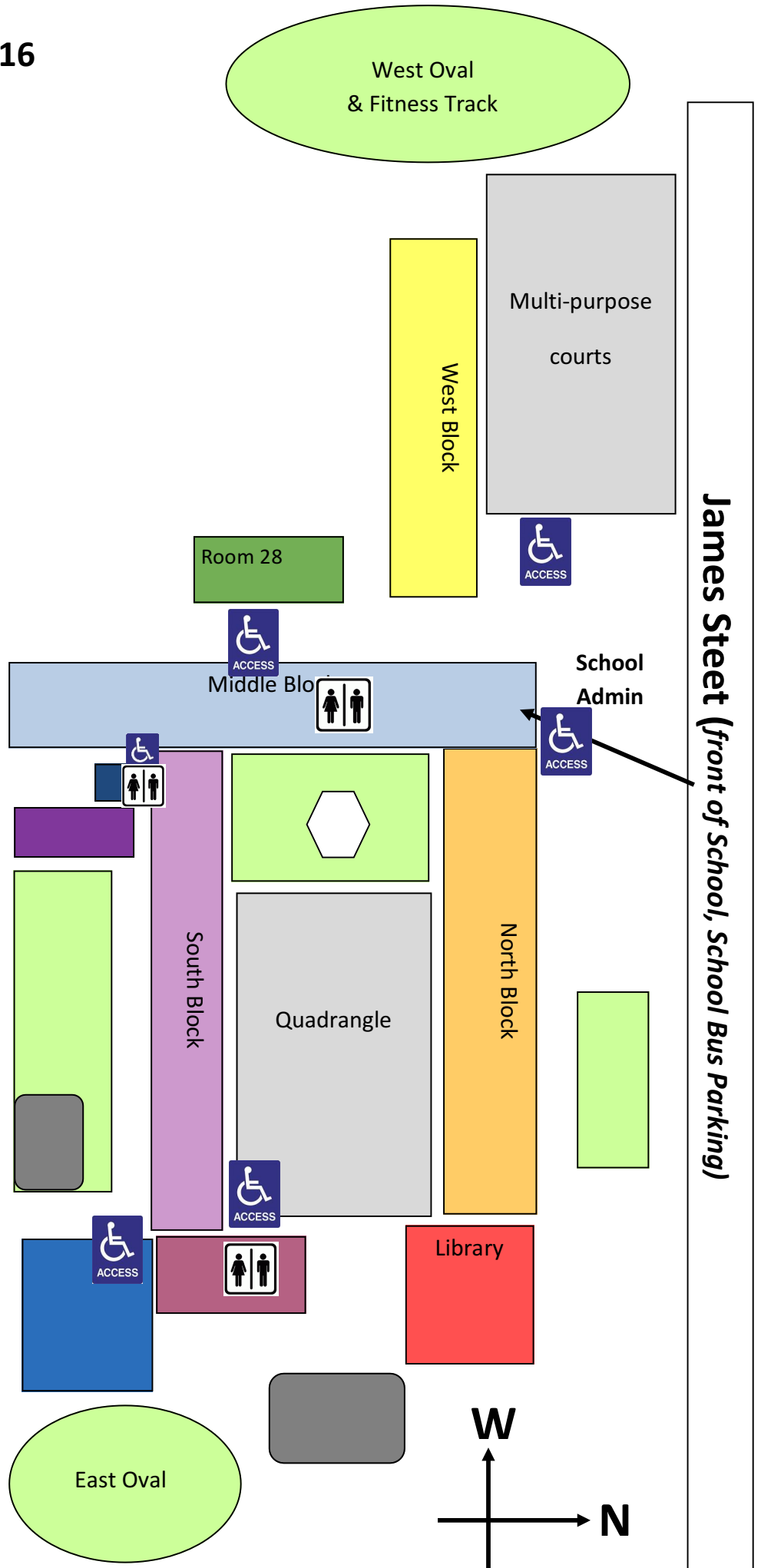
KELLERBERRIN



54 James Street
Kellerberrin WA 6410
Phone: 90454308
Email:
Kellerberrin.dhs@
education.wa.edu.au

School Map 2016

-  Gazebo
-  Lawn Areas
-  South Block
-  Middle Block
-  North Block
-  West Block
-  East Block
-  Multipurpose Building
-  Library
-  Kindy
-  Disabled Toilet
-  Undercover Area
-  Playgrounds



School Map Details

South Block

Room 10 – Year 3
Room 11 - Pre Primary/Yr 1
Room 13 - Year 1/2
Room 14 - Group Activity Room
Room 15 - Group Activity Room
Room 16 - Staff Room
Room 17a Meeting Room
Room 17b Kindy Office
Room 18 - Storeroom

North Block

Conference Room
Cleaners Equipment Room
School Services Office
P & C Uniform Room
Room 3 - Computer Lab
Room 4 - Year 9/10
Room 5 - Year 6
Room 6 - Year 5
Room 7 - Year 4
Room 8 - Reading Storeroom
Disability Resources Room

West Block

Room 28 – Yr 7/8

Science Room & Storeroom
Sports Office
Art Room
Music & Drama Room
Sports Shed

Middle Block

Manual Arts
Home Economics
Upper School Toilets
Principal Office
Deputy Principal Office
Administration Office

East Block

Room 10 – Year 3
Lower School Toilets
Adult Toilets
Maths Storeroom



The School has access points for people who have prams and wheelchairs from the South East Carpark and the Front of the School.

The School also has a disabled toilet facility.

Queries regarding access, please contact the Administration Office on 90454308

A to Z Parent Handbook Contents

- Absences
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ABSENCES

Students are expected to attend school regularly, if your child cannot attend school you are required by law to explain your child's absence. You may advise the school via the following methods:

- Text Message to 0437 202 819
- Email the class teacher or Kellerberrin.dhs@education.wa.edu.au
- Phone the school office on 90454308
- Provide a written note before or immediately afterwards to the class teacher

ASSEMBLIES

Generally there are three assemblies conducted each term in the school's undercover area commencing at 1.45pm on Wednesdays. Please refer to the Term Planner and fortnightly School Newsletter "Chalkdust Chat" for details.

BOOKCLUB

The Bookclub is run by the Library Officer and is a valuable way of funding library resources for our students. The Bookclub brochure and order form is distributed at the beginning of each school term to the eldest member of each family.

The due date for order forms and payment is stamped on the back of the catalogues. Orders received after the due date may not be processed if the order has been sent.

Money and Orders are to be delivered preferably directly to the Library or the School Administration Office.

BREAKFAST CLUB



Breakfast Club is a provision for children to eat a healthy breakfast in a safe environment before their first class.

Breakfast club assists in enhancing both academic performance and behavior, especially for children whose parents might not otherwise be able to provide them with regular meals. We encourage parents to feed their children at home however all children who arrive at school prior to 8.35am

are required to go to the Home Ec Room to breakfast club.

Breakfast club is run by community volunteers and partly funded by Foodbank. If you would like to volunteer your time please contact the school office.

CONTRIBUTIONS AND CHARGES

To help support the programs run in our school, and to supplement the grant from the Department of Education, parents are asked to support the school by paying a voluntary contribution of \$60 per primary child and \$235 per secondary child.



Payment would be appreciated at the beginning of each year at the front office or directly to the school bank account BSB 086-732 Account Number 45 400 0427. We are also happy to accept a payment plan if that is more beneficial for your family. These have been endorsed by the School Council; a list is available from the front office if you have not received one.

Please note that a “charges” allocation has been made with the endorsement of the School Council and may be applicable to school curricular activities, ie; camps, music programs, excursions, incursions. If you would like further information on these please contact the school office.

COMMUNICATION

Please refer to “USEFUL INFORMATION FOR PARENTS TALKING TO YOUR SCHOOL” Appendix A at rear of publication.

COMMUNICATION WITH TEACHERS

Parents are encouraged to speak with the class teacher if they have any concerns about their child’s progress. Good communication between school and home is essential to ensure that concerns can be addressed. Please note, the time before class commencing is a busy time for our teachers and we ask that you schedule meetings, at other times, to allow more time and privacy to address your concerns. Please email the school Kellerberrin.dhs@education.wa.edu.au (or directly email your child’s class teacher if you have their contact) or contact the school office 90 454 308 to arrange a suitable meeting time.

CRUNCH & SIP

Crunch & Sip is a set break to eat fruit (or salad/vegetables) and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning or afternoon - assisting physical and mental performance and concentration in the classroom.



Each day students bring fruit (or salad/vegetables) to school to eat in the classroom at a set time. Please support Crunch & Sip by ensuring your child has their fruit in a small container cut into bite size pieces and water each day.

EARLY DEPARTURE

If you need to collect your child early you must first present to the front office to sign your child out. For appointments during school hours, please advise the teacher in advance if you will be collecting your child.

EMERGENCY PROCEDURES

The school has Emergency and Evacuation policy and procedures.

When the alarm is raised parents/visitors to the school are to report to, stay with and follow instructions from the class teachers. (Instructions are on fluoro orange sheets on classroom walls)

If you are in the school and hear any of the following please follow the nearest class to the evacuation point which is on the Eastern side of the school.

- Three short warning sirens
- Continuous siren
- Continuous ringing of the school hand bell

EXCURSIONS

Excursions are arranged by teachers to inform and complement the curriculum being undertaken in the classroom. Correspondence to parents will convey all relevant information and costs involved. The school adheres to the approved Contributions and Charges policy to ensure costs are kept to a minimum.

FACILITIES

Kellerberrin DHS is well equipped with the following facilities to enhance student learning.

- School library
- Science Room
- Home Economics Room/Kiosk Kaos Canteen Enterprise Program room
- Design & Technology Room (Manual Arts)
- Pre Primary & Kindergarten Rooms with adjoining shared playground
- "Little Learners" program onsite 0-4years
- Undercover area
- Art Room
- Music Room
- Computer Room
- Interactive whiteboards in all classrooms
- Ipad access to all classrooms
- Undercover playground, Nature playground, Beach Volleyball court, Oval, multipurpose courts

GROUPS/SECURITY

Parents are asked to remind children that the school grounds are out of bounds during out of school hours. In the event that you see any vandalism occurring, we would appreciate it if you could call the police on 131 444.

HOMEWORK POLICY

Why is homework so important?

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class. It helps develop skills such as research and time management.

Homework helps to establish the habits of study, concentration and self discipline.

Parents/caregivers have the opportunity to see the progress of their child. Homework provides challenges and stimulus to gifted and talented children.

'Ideal' homework

The basic rules of homework are that it:

- is appropriate for each student's age and ability
- takes into account students' other commitments, such as sport, part-time employment and home responsibilities
- takes into account technology such as email and the Internet so that students without access are not disadvantaged.

Three types of homework

1. Practice Exercises help students to remember and practice newly acquired skills - such as memorising mathematical tables, practising spelling words, writing essays and reading for pleasure.
2. Preparatory Homework requires students to source and read background information to prepare them for future lessons on a specific subject - such as reading an article on the Gold Rush in preparation for a lesson in Australian history.
3. Extension Assignments encourage students to pursue knowledge individually and imaginatively. Assignments may include writing a book review, researching local news or retrieving items from the Internet.

Homework for Kindergarten-Year 2

In general, your child will not be expected to complete formal homework in Kindergarten.

However, there are things you can do at home to help your child make the most of what they learn in Kindergarten. Reading to Children at Home and involving them in family activities will greatly assist the development of their skills in literacy, Numeracy and problem solving.

In Years 1 and 2 some formal homework is usually set. For example, students may be asked to complete simple computations, read daily to an adult at home, to copy letters or words, or to complete an activity sheet.

Homework for Years 3-6

Homework in Years 3-6 will be varied and students will be expected to work more independently.

However, teachers will still provide guidance and assistance to students having difficulties completing their homework.

Much of the homework will be in English, Mathematics and Society & Environment. However, it can be set across all areas of the curriculum.

Homework for Years 7-12

In Years 7-12 homework should be set on a regular basis in most subjects.

As students move into the senior school the homework and study demands will increase. However, students will be able to, at times, negotiate the amount, type and time frame of their homework.

Responsibilities of teachers in the homework process:

- Inform parents at introductory parent meetings and subsequent introductory letters, of class and individual student's expectations of homework and what homework can be expected.
- Set homework as appropriate.
- Set appropriate timelines for due-dates.
- Check or mark homework and provide feedback
- Encourage and recognize those students that do complete homework.
- Report to a parent when homework is not being completed.

Responsibilities of parents/caregivers in the homework process:

- Take an active interest in your child's homework.
- Support your child in setting aside time each day for homework.
- Provide a dedicated place for homework and study if possible.
- Assist teachers to monitor homework by signing completed work if requested, and be aware of the amount of homework set.
- Communicate with teachers any concerns about the nature of homework or your child's approach to homework.
- Encourage your children to read and take an interest in current events.
- Alert the school to any domestic circumstances or extra curricular activities which may need to be taken into consideration when homework is being set or marked.

Responsibilities of students in the homework process:

- To copy homework requirements set by teachers into diary (for older students).
- To set aside the required time for completion of all set work, regular study, practise, etc. It is expected that the minimum time required is as follows (per day x 5 days)

Kindy to Pre-Primary	– up to 15 minutes
Year 1 – Year 3	- up to 30 minutes
Year 4 – Year 6	- up to 45 minutes
Year 7	- up to 1 hour
Year 8 – Year 10	- up to 1 ½ to 2 hours
Year 11 and 12	- up to 2 ½ to 3 hours.
- To hand in all required work punctually, neatly and set out correctly.
- To collect and complete all work missed when absent from school.

KINDERGARTEN PROGRAM

The Kindergarten program at Kellerberrin DHS aims to establish a pathway for each child to learn, discover and grow. We aim to enrich children's lives through the provision of carefully planned experiences in both the indoor and outdoor environment.

Our program is prepared by qualified staff who understand the importance of the developmental stages of early childhood and how children progress through them. Young minds are full of questions, theories and ideas and these are explored through topics that capture and engage the children's interest in their own learning.



Children attending Kindergarten spend their day playing, having fun and being with their friends. At the same time they are provided with a developmentally appropriate program that nurtures them, provides them with the foundations for learning and skills for building relationships, develops their emotional intelligence, promotes a sense of community and resilience for life. For further information about our Kindergarten program please contact Tish Clarke via the School Office or by email at latisha.clarke@education.wa.edu.au

LATE NOTES

Children who arrive at school 5 minutes after the school bell/music are required to collect a late note before going to class.

LITTLE LEARNERS 0-4 YEAR PROGRAM

Little Learners is an innovative early learning program that has been offered through Kellerberrin District High School since 2006. Little Learners provides a stimulating learning environment to enhance brain development in the early years (0-4) by engaging the child and their care giver in the process of discovery, learning and meaningful communication. The activities and materials provided within the sessions are designed to engage and stimulate at least one of the four major parts of the child's developing brain. The program encourages parents to follow their child's lead and encourages one on one interaction between caregiver and the child. the

Little Learners runs on **Wednesday mornings from 9:15-10:20** throughout the school year and further information can be obtained by contacting the Coordinator Leanne Dale on (08) 9045 8184 or brilee5@bigpond.com or via the Kellerberrin District High School Office (08) 9045 4308.



LUNCH ARRANGEMENTS

KDHS does not have its own full-time school canteen. Lunches are provided by local business Crusty Cove Bakery.



Crusty Cove Bakery

- Provided daily
- Menu – issued at the start of the year, available from the front office or on the school website
- Ordering – on an envelope write order with the correct money inside (preferred, however change will be issued)
- lunch orders should be placed in their respective classroom collection points during period 1, or prior to commencement of school.
- Delivery – to the school and distributed by teacher in charge
- If students do not put their lunch orders in the delegated box in time for pick up, parents will be contacted to make alternate arrangements, if this is not possible (bus students) a vegemite sandwich will be provided.

Lunch Passes

- Issued by the office under written instruction by parent/carer
- Only issued to students to go home for lunch (not the shops)

All students eat their lunch in designated areas according to year levels, dependent on the weather. Students are responsible for ensuring their areas are left clean of litter and will be excused by a staff member before enjoying some playing time.



MEDICAL

Sickness

If your child is sick or injured at school, the school will administer First Aid and make a decision about contacting you, or your nominated emergency contact.



Aid

Medication

Children are not allowed to bring medication to school in their bags. If your child needs to take medication during school hours it must be handed into the school office with written instructions. If your child requires regular medication to be administered please contact the office so that the correct information can be recorded.

Asthma

We are an Asthma Aware school. If your child suffers from asthma it is important that an emergency plan is prepared. The plan and a copy of this policy are available from the school office.



Head Lice

Please inform the school office if your child contracts head lice. A note will go to all children in the class so that all children can be checked and their hair treated according to the procedure outlined in the notices sent home.

Common Infectious Diseases

The following are the exclusion periods of common infectious diseases:

Chicken Pox	Exclude child from school until at least 5 days after the rash first appears. Some remaining scabs do not justify exclusion
Hepatitis	Exclude child from school until certified well by a medical practitioner
Impetigo (School sores)	Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.
Measles	Exclude child from school until at least 4 days after the onset of rash
Mumps	Exclude child from school for a least 9 days after the onset of symptoms
Head lice	Exclude until treatment has been commenced. All eggs must be removed
Ringworm	Exclude child from school until the day after treatment has commenced
Rubella (German Measles)	Exclude child from school until at least 4 days after the onset of rash
Whooping cough	Exclude child from school for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment
Colds and Influenza	Exclude until your child is well

MEDICAL SERVICES

Community Nurse

The Community Nurse visits the school weekly and assists with screening for vision, hearing and development of our younger students. If you have any health concerns you can contact her through the Merredin Primary Health Office on 90410444, your child's teacher or the front office at the school.



Dentist

The Dental Van visits the school annually. Should you require a dentist out of the school's annual visit please contact the van staff on 0459241543.



Psychologist

The School Psychologist visits the school weekly and can discuss student behaviour, learning problems and social development. Should you have any concerns please contact your child's teacher or contact the school office for further information.

Speech Therapist and Occupational Therapist

The school's Speech Therapist and Occupational Therapist visit the school weekly, should you have any concerns please contact your child's teacher or contact the school office.



MIDDLE SCHOOL PROGRAM

Kellerberrin District High School's Middle School programme caters for secondary students from Years 7-10. Students are split into two classes; Year 7/8 and Year 9/10. English, Maths and Humanities are delivered by "homeroom" teachers, whilst other subjects such as Science, Health and Physical Education are delivered by specialist teachers. Students have the opportunity to participate in a range of learning experiences, including our Middle School camp where the focus is on communication skills, leadership, challenge and teamwork. The purpose of the Middle School programme is to develop confident young adults who are well prepared for both the workforce and global citizenship.

Why choose Kellerberrin DHS Middle School?

Care - At Kellerberrin, we can provide a level of pastoral care that many bigger schools cannot. Due to smaller cohorts, homeroom teachers know the individual students, their needs and their backgrounds, and have more time to plan learning programmes to suit all abilities.

Curriculum – At Kellerberrin, we are implementing the Australian Curriculum in English, Mathematics, Science, History and Geography. You can rest assured that the content delivered to your child at Kellerberrin is comparable with any other student in the same year level in Australia. In recent years, we have demonstrated continual improvements in Year 7 NAPLAN results, with 2013 results seeing our cohort above the expected standard in ALL areas. Students have the opportunity to participate in Electives from a range of subjects.

Photography, Media Studies, Japanese, Sewing, Home Economics, Dance, Horticulture Personal Finance, Creative Writing and Computing/Coding.

Technology – The Year 7/8 class is resourced with 1:1 iPads. The Year 9/10 class has 1:1 laptop provision. Middle School students also have access to our fully equipped computing laboratory, as well as our school library – well-resourced with a bank of laptops, as well as an interactive whiteboard and projector. The use of Apple TV enhances the collaborative nature of the learning space.

Community – Enrolling your child at their local school here in Kellerberrin means they remain a part of our community. They will spend less time travelling and more time being involved in sporting and social groups. We have created a Middle School community at Kellerberrin DHS, with a culture of respect, endeavour and achievement.

If you have any queries about our Middle School programme, please contact the school office on (08) 9045 4308, e-mail the Middle School Co-ordinator (Emma.Livingstone2@education.wa.edu.au) or download our prospectus, available from the school website.

MOBILE PHONE AND PERSONAL MUSIC DEVICES

- The school has a Policy for mobile phone and music devices.
- If students choose to bring these devices to school they are required by policy to sign them into the front office prior to the commencement of school and can be signed out at the end of the day.
- If you would like to contact your child during school hours please contact the front office on 90454308.
- It is an immediate suspension for breach of school's Code of Conduct.
- Please contact the office for a copy of the Policy and/ or School Code of Conduct



MULTI AGE CLASSROOMS

2 year levels, 1 classroom.

How does it work?

In reality, every class has many levels. Students are not all magically working at the same level just because they are in the same grade, so teachers are well accustomed to catering for students of various abilities and learning styles. But how can two year levels be catered for in the same classroom when the curriculum is so different?

- **Organisation:** careful planning allows both year levels to be exposed to their respective content. For example, Monday's history session might be dedicated to Year 7 curriculum, and Friday's session to Year 8 curriculum delivery.
- **Independence:** split classes foster an independent work ethic because students in one year level can work independently whilst the teacher works with the other. Being able to work independently and see a task through to completion is an important skill as students head towards secondary school and further studies. In the example above, the Year 7 students would work independently to complete their work on Fridays. The teacher is still available to help, however students are encouraged to find their own solutions to problems as they arise, or work together with their peers to complete tasks.
- **Opportunity for remediation:** students who found previously covered concepts difficult have the opportunity to "fill in gaps" in their knowledge by attending classes with the other grade level.
- **Opportunity for extension:** students have the opportunity to explore different topics which may not be included in their particular year level's course of study.
- **A learning community:** students have the opportunity to work at their own pace, work independently or with others, develop strong relationships with their peers and become partners in learning.

Joel Gajadharsingh, professor emeritus of education at the University of Saskatchewan in Saskatoon, says students in split grades "do just as well, if not better" academically, thanks to repetition and exposure to another grade. He adds that their ability to behave and get along with others is also superior. They're more independent, confident, responsible, dependable, respectful, collaborative and — if you haven't heard enough already — even tend to develop better study habits, regardless of whether they're in the younger or older grade.

“They’re not simply left alone,” says Gajadharsingh. “They have assignments to do and it’s these things that teach them independence and dependability to do their work. They also learn to collaborate in this kind of environment, where they either give help or seek help.”

<http://www.todaysparent.com/kids/school-age/split-grade-classes/>

This mutually beneficial environment is exactly what we aim to create here for your child at Kellerberrin District High School.

NEWSLETTER

The “Chalkdust Chat” is the principle method of communication at Kellerberrin DHS and is distributed fortnightly by email. If you do not have email your family will be issued a copy, the “Chalkdust Chat” is also reprinted in the local Kellerberrin newsletter “The Pipeline”.

PARENTS AND CITIZENS’ ASSOCIATION

The Kellerberrin Parents and Citizens Association is to encourage parent involvement in the education of their children. The P & C do a lot of fundraising and organise many of the events around the school. All parents become voting members on paying a fee of \$5 each year payable at the front office. Details of meeting dates are printed in the School newsletter.

PARKING AREAS

REMEMBER - 40km zones around the school area.

Parent drop off and pick up points

1. Carpark - Corner of Moore and Leake Street – access via Leake Street.
2. James Street verge – NOT in the designated bus areas
3. Moore Street verge



PERSONAL USE ITEMS LIST

This list outlines the essential items that students need in order to actively participate in learning opportunities. Lists are sent home with students at the end of the year or may be obtained at the commencement of the year from the front office.

Throughout the year it may be necessary to replace items, the teacher will advise parents when this is required.

PRE PRIMARY PROGRAM

The Pre Primary program at Kellerberrin District High School strives to be child centred, offering a balanced, engaging and relevant curriculum. The main aim of Pre Primary is to provide a stimulating environment in which the children can learn through their own experiences, play and develop a strong sense of self. Programs are carefully designed in line with the Australian Curriculum by qualified staff to ensure children have the opportunity to develop their Literacy and Numeracy skills as well as focusing on the development of social, emotional and physical wellbeing. Educators work closely with children to foster independence, enthusiasm and a love of learning. We believe that children learn best when they are actively involved in their learning and through play - play is their work.



REPORTING TO PARENTS

Both formal and informal communication with parents regarding students is used at Kellerberrin District High School.

Informal methods

- Informal contact will occur on a needs basis and will include telephone calls, notices, notes, newsletters, emails, sms messaging, informal conversations, meetings and classroom visits.

Formal methods

- Parent information sessions – these are held early in the year. Information such as classroom procedures, overview of Learning Outcomes, assessment methods and classroom resources will be shared with parents.
- Learning Journey Night – this event is held late in term 3.

Reports

- Teachers prepare a written report for each child in Kindy to Year 10, and these are sent home at the end of each semester.

Interviews

- Teachers may request a parent/teacher interview after reports are issued. A parent may also request an interview if they wish.

SCHOOL HOURS

Students need to be at school at 8.35am so that they can prepare for the school day

Classes commence	8.50am
Recess Break	10.40am - 11.00am
Lunch Break	1.00pm - 1.35pm
End of Day (Mon, Tue, Thurs, Fri)	3.05pm
Early Close Day (Wed)	2.30pm

As there are no teachers on duty before 8.35am, students who arrive prior to that time must sit in the Gazebo area in the Quadrangle where they may be directed to the Breakfast Club area. Students are not to arrive before 8.35am.

SPORTING FACTION HOUSES AND EVENTS

There are three sporting houses – O'Connor (orange), Stirling (white), Forrest (green)

Students are placed into houses once they are enrolled and will compete in the following carnivals during the year.

Term 1 – Faction Swimming Carnival

Term 3 – Faction Cross Country

Term 3 – Faction Athletics Carnival



Interschool Events

The interschool teams are selected from the individual carnival results. The Athletics, Swimming, Primary Winter Carnival and Secondary Winter Carnival venues rotate every two years between, Kellerberrin, Cunderdin, Dowerin, Wyalkatchem and Quairading. The Cross Country event is held in Meckering annually.

Term 1 - Interschool Swimming Carnival

Term 2 – Primary Winter Carnival

Term 2 – Secondary Winter Carnival

Term 3 – Interschool Cross Country

Term 3 – Interschool Athletics Carnival



TERM DATES AND HOLIDAYS

2015 Term Dates

Semester 1	
Term 1	Monday 2 February - Thursday 2 April
Break	Friday 3 April - Sunday 19 April
Term 2	Monday 20 April - Friday 3 July
Break	Saturday 4 July - Sunday 19 July
Semester 2	
Term 3	Monday 20 July - Friday 25 September
Break	Saturday 26 September - Sunday 11 October
Term 4	Monday 12 October - Thursday 17 December

2015 Public Holidays		2015 School Development Days
Monday 2 nd March	Labour Day	Term 1 To be advised – please refer to Term Planner
Friday 18 th April	Good Friday	Term 2
Monday 21 st April	Easter Monday	Term 3
Monday 27 th April	ANZAC Day Holiday	Term 4
Monday 1 st June	WA Day	
Monday 28 th Sept	Queen's Birthday	

UNIFORM

It is compulsory at Kellerberrin DHS as in any Western Australian Government school, for all students to dress in the School's Uniform. It is easy care, looks great and gives the children a sense of unity. The Uniform was designed and ratified by the P & C and School Council.

Uniforms may be ordered through the P & C Uniform Coordinator. Please contact the school office for a current "School Uniform Order Form" or for further information.

Primary Uniform

- Gold polo T shirt with collar (with or without school logo)
- Faction T shirts and Interschool Shirts may be worn for sports carnivals and Fridays
- Leavers Shirts may only be worn on Fridays
- School polar fleece jackets (with school logo only) or any plain royal blue windcheater/jumper
- Track suit bottoms in royal blue
- Mid thigh length shorts/sports shorts in royal blue (neat and practical)
- Royal Blue skirts or skorts
- Appropriate footwear (no thongs, massage sandals or ugg boots)
- School Hat

Middle School Uniform

- Navy Blue polo T shirt with collar (with or without school logo)
- Faction T shirts and Interschool Shirts may be worn for sports carnivals and Fridays
- Leavers shirts may only be worn on Fridays
- School polar fleece jackets (with school logo only) or any plain navy blue windcheater/jumper
- School Middle School Jacket
- Track suit bottoms in navy blue
- Mid length shorts/sports shorts in navy blue.
- Appropriate footwear (no thongs, massage sandals or ugg boots)
- School Hat

Sports Uniform

- Interschool t-shirts or gold school t-shirts for interschool events
- Faction coloured t-shirts for school events
- Sports shorts (airflow) in royal blue or navy
- Track pants in royal blue or navy
- School windcheater

Hats

- The school adheres to a "NO HAT – NO PLAY" policy.
- Hats are available for purchase from the School Office
- New students to the school are issued with a School Hat.



WASTE WISE PROGRAM

Kellerberrin DHS is an active member of the Waste Wise Schools program using educational strategies for reducing waste to landfill by implementing the 3Rs, reduce, reuse, recycle - while developing positive environmental values in students and the whole school community.

Our school models responsible environmental behaviors through hands-on learning experiences that are linked to the Australian Curriculum.



Our school has a 'Kitchen Garden' where the whole school participates in projects such as recycling, composting and worm farming.

WEBSITE & SCHOOL APP

Please refer to the Kellerberrin District High School Website or School App for information about our school.



Some relevant information you may like to refer to are:

- Newsletters, publications & current notes/forms
- Enrolment information and forms
- Plans and Policies
- Currents news, events, term planners
- Early Childhood and Early Adolescent Team information
- Media Gallery (photos from recent events)

Website link: www.kellerberrindhs.wa.edu.au

App link: www.itunes.apple.com/us/app/kellerberrin-district-high/id906438583?ls=1&mt=8

Android: www.play.google.com/store/apps/details?id=com.app_kdhs.layout

USEFUL INFORMATION FOR PARENTS TALKING TO YOUR SCHOOL

The relationship between the home and the school plays a very important part in a student's education.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their student's development and are among the most important influences on the way in which the student approaches learning.

Teachers are responsible for the more formal aspects of students' learning, and successful teaching builds on the home experiences of the student. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.



WHAT MIGHT YOU TALK TO YOUR SCHOOL ABOUT?

Issues particular to your student:

- Attitude
- Academic progress
- Participation
- Behaviour
- How he/she gets along with teachers and other students socially and emotionally
- Physical development and well-being
- Development of responsibility
- Non-attendance or truancy
- Learning program issues
- Special events and celebrations
- Specialised learning programs
- Parent information booklets
- Parent information sessions

School or class issues:

- Quality of teaching
- Homework
- Learning environment
- General student behaviour
- Pastoral care for students
- Schools policies and procedures
- Conduct of staff

- School and district level student services
- Visiting teachers for students with disabilities
- Visiting teachers for ESL students
- Specialist facilities – language development centres, intensive language centres, socio-psycho educational resource units, education support schools, centres and units
- Programs for students experiencing difficulties with learning
- Programs for gifted and talented students



Access to support services:

HOW YOUR SCHOOL COMMUNICATES WITH YOU

- Two written reports or portfolios each year on student progress
- Regular information about the school through Classroom Newsletters and the

“Chalkdust Chat” which is produced fortnightly

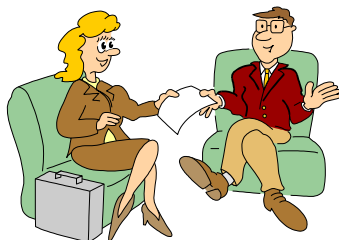
- Parent-teacher interviews
- Notes
- Surveys
- Displays of children's work
- Assemblies
- Special events and celebrations
- Parent information booklets
- Parent information sessions

You are welcome to talk to your student's teacher whenever you need to. However, you should make an appointment to talk with the teacher, to avoid disrupting the learning program.



INFORMATION THAT IS AVAILABLE FROM YOUR SCHOOL

- Information on Department and school policies and policy changes
- Student behaviour management policy
- Specialised learning programs
- Information about participation in the School Council, Parents and Citizens' Association other support groups
- School charges and fees
- Excursions
- School dress code
- Individual Behaviour Plans, Individual Education Plans and Individual Learning Plans



YOU HAVE A PROBLEM?

Seeking information as early as possible can solve many problems. If you have any questions or concerns about your student's progress, the homework set or the assessment procedures,

contact the class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone conversation or meeting.

Interpreters, Aboriginal and Torres Strait Islander Education Officers, and Aboriginal Liaison Officers are available to assist parents in communicating with their school. Please contact your local school or district education office if you would like the assistance of an interpreter, Aboriginal and Torres Strait Islander Education Officer or an Aboriginal Liaison Officer. You can have a friend or adviser present during any discussion.

Parents have the opportunity for greater involvement in the school through the Parents and Citizens' Association and the School Council. These provide the opportunity for parents to express opinions on policy issues in the school.

WHEN YOU HAVE A PROBLEM

Try to identify the problem clearly before going to the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.

Decide whether the problem is a query, a concern or a complaint. This will help in finding a solution.

Make an appointment to talk with the teacher. This can be arranged through the school office. If your concern is about the conduct of a staff member, you may prefer to discuss the matter with a school administrator or, the Director, Schools if your complaint involves the principal.

Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.

procedures for making complaints - STEPS FOR PARENTS

IF YOU NEED ASSISTANCE IN RESOLVING A CONCERN OR COMPLAINT STAFF WILL HELP YOU:

- Obtain information about school policies and procedures
- Make inquiries about student programs, performance and behaviour

- Clarify a problem and register a concern with the school
- Direct letters of enquiry or complaint

At all stages, staff will work with you to establish an agreed plan of action and timeline.

SCHOOL-LEVEL RESOLUTION

STAGE 1:

Discussion with staff member

Contact the class teacher or other relevant staff member to discuss your complaint. This is best done by making an appointment through the school office. The staff will work with you to resolve the problem.

STAGE 2:

REVIEW OR INVESTIGATION AT THE SCHOOL LEVEL

Contact the principal who will work with you and the staff member to resolve the problem. You may wish to formalise your complaint. To do this, you may write to the principal who will acknowledge the complaint with a written reply as soon as possible, even if a resolution is not available at this stage.

The principal will consider the issue and identify what action is to be taken and by when, and will clarify the process if a formal complaint is to proceed. The principal may seek the support of the Manager, Operations or other relevant district, or central office staff.

This action and timeline will be confirmed with you in writing.

You should be aware that when a complaint is made in writing about the performance of an individual staff member, that staff member will receive documentation of the substance of the complaint.

DISTRICT-LEVEL RESOLUTION

STAGE 3:

District RESOLUTION

If resolution is not reached at the school level or, if the principal is the subject of your complaint, contact the Manager, Operations at your District Education Office for assistance in resolving the issue. This will involve an independent review of the situation and may include mediation.

The Managers, Operations can be contacted through your District Education Office. Numbers are listed in the telephone directory under the Department of Education and Training.

CENTRAL RESOLUTION

Stage 4:

FORMAL COMPLAINTS

In those exceptional circumstances where a complaint relates to the alleged improper conduct of a department employee, the complaint should be forwarded to:

PRIVATE AND CONFIDENTIAL

Director General

Department of Education and Training

151 Royal Street

EAST PERTH WA 6004

CONTACT DETAILS FOR KELLERBERRIN DISTRICT HIGH SCHOOL

Telephone 90 454 308

Fax 90 454 537

Principal

Mr Greg Hunt

Gregory.Hunt@education.wa.edu.au

Deputy Principal

Mrs Valecia McDonald

Valecia.McDonald@education.wa.edu.au

Registrar

Mrs Sandra Doncon

Sandra.Doncon@education.wa.edu.au

Appendix B

KELLERBERRIN DISTRICT HIGH SCHOOL 2015 STAFF LIST

Position	Name	Email Address
Principal	Greg Hunt	Gregory.Hunt@education.wa.edu.au
Deputy Principal	Valecia McDonald	Valecia.Mcdonald@education.wa.edu.au
Registrar	Sandra Doncon	Sandra.Doncon@education.wa.edu.au
Teachers		
Little Learners	Tish Clarke	Latisha.Clarke@education.wa.edu.au
Kindergarten	Tish Clarke	Latisha.Clarke@education.wa.edu.au
Pre Primary	Lauren Bennett	Lauren.Bennett @education.wa.edu.au
Year 1	Tanya Cox	Tanya.Cox @education.wa.edu.au
Year 2	Sara Black	Sara.Black @education.wa.edu.au
Year 3	Arrianna Adams	Arrianna.Adams @education.wa.edu.au
Year 4		@education.wa.edu.au
Year 5	Lee'Anne Innes	Leeanne.Ellis@education.wa.edu.au
Year 6		@education.wa.edu.au
Year 7/8	Emma Crofts	Emma.Livingstone2@education.wa.edu.au
Year 9/10		
Non Teaching Staff - Ministerial		
Library	Alison Morgan	Alison.Morgan@education.wa.edu.au
School Officer	Agnes Smith	Agnes.Smith@education.wa.edu.au
School Officer	Wendy McNeil	Wendy.Mcneil@education.wa.edu.au
	Christie White	Christie.White@education.wa.edu.au
Non Teaching Staff – Education Assistants/Education Assistant Special Needs		
EA/ EASN	Sara Garcia-Zoiti	Sara.Garcia-Zoiti@education.wa.edu.au
EASN	Rochelle Giles	Rochelle.Giles@education.wa.edu.au
EA	Penny Wilkins	Kellerberrin.dhs@education.wa.edu.au
EA	Lesley Saunders	Lesley.Saunders@education.wa.edu.au
EA/EASN	Leanne Dale	Leanne.Dale@education.wa.edu.au
EASN	Jenna Saunders	
Premises & Grounds		
Grounds Manager	Michael Rothwell	Kellerberrin.dhs@education.wa.edu.au
Cleaner In Charge	Suzette Rothwell	Suzette.Rothwell@education.wa.edu.au
Cleaner	Jane Gillham	Kellerberrin.dhs@education.wa.edu.au
Cleaner	Samantha Stone	Kellerberrin.dhs@education.wa.edu.au
School Support Staff (if known at time of print)		
Nurse	Rebecca Waye 90 410 900 or 90 410 444	Rebecca.Waye@health.wa.gov.au
Speech Pathologist	Sarah Lahy 90813249	Sarah.Lahy@health.wa.gov.au

Speech Pathologist	Jacinta Herbert 90813247	Jacinta.Herbert@health.wa.gov.au
SNR Speech Path.	Michelle Gethin	Michelle.Gethin@health.wa.gov.au
Occupational Ther.	Ruth Johnson 90 410 415	Ruth.Johnson@health.wa.gov.au
	Sophie Hosken 90 410 414	Sophie.Hosken@health.wa.gov.au
Physiologist	Louise Adams	Going on Leave 2015
Dental Clinic	Mobile Van	Mobile No: 0458 644 530
	Northam	96 222 385
	Corrigin	Mobile 0437 202 882
	Merredin	Not Operating